

## OFFICE OF GENERAL SERVICES

## REPORT OF OPERATIONS

TO : Chief, General Services  
**Records Services Division**  
 FROM : Chief, ~~Records Management & Distribution Branch~~  
 SUBJECT: **Weekly** Report of Operations for the period ending  
**5 November 1953**

## A. Personnel On Duty Vacancies In Process

Office of Chief  
 Rcds. Mgt. Section  
 Rcds. Center Section  
 Mail Control Section

|  |
|--|
|  |
|  |
|  |
|  |
|  |

|   |    |
|---|----|
| 1 | 1  |
| 1 | 5  |
| 3 | 0  |
| 1 | 24 |
| 6 | 30 |

25X1

## 1. No. on leave three days or more:

Records Mgt. Section- **1**  
 Mail Control Section- **2**  
 Records Center Sec.- **0**

2. No. on special detail out of office 1. How long?

Records Mgt. Section- **0**  
 Records Center Section- **0**  
 Mail Control Section- **1**

3. Where: **One man in Transportation Division as full time courier.**

## 4. No. pending resignation, transfer and/or reassignment:

Records Management Section- **0**  
 Records Center - **6**  
 Mail Control - **13**

5. Specific cases on item 4 not in previous reports. 2

Mail Control Section -

|  |
|--|
|  |
|  |

L/A  
 - L/A

25X1

6. New applicants interviewed -. Recruited by Personnel -.  
 Recruited by this office -.

Report for week ending 5 November 1953 from RECORDS SYSTEMS BRANCH

Vital Materials in the Security Office were deposited in accordance with established schedule for transfer of vital materials to the Repository. One project - "The Identification Badge Record Card," - previously microfilmed, is deposited by means of IBM cards.

Mail Control Section:

(30 October 1953). An NIS distribution was handled by this office - five couriers were used. The material amounted to 51 mail bags, 34 boxes and 20 or so packages. The men left for this assignment at 8:30 A.M. and returned to the courier office at 12:50 P.M. The only comment that was heard after this trip was that it was pretty rough and that they could have easily used another courier. All the scheduled runs were performed, due to the fact that there was only one courier on leave that day. Calls for special service were delayed due to the couriers that were used on this trip.

(4 November 1953). An NIS distribution was handled by four couriers in which they hauled 30 bags, 9 packages and 10 boxes. They left at 8:30 A.M. and returned at 12:30 P.M. All scheduled runs were performed.

*JS*  
Chief, Records Systems Branch

811070100

Report for week ending 5 November 1953 from RECORDS DISPOSITION BRANCH

As a result of a survey of the files of OIC, the Agency File Manual is being adapted for possible use in that Office.

Contact was made with Area Records Officer for the Logistics Office for the purpose of planning for the review and revision of the Records Control Schedule for that Office which was prepared last year.

Plans for a records disposition survey for the Office of Comptroller were discussed with [ ] of that Office.

25X1

At a meeting with [ ] concerning the Records Management Program for the Office of Operations, the proposed Contact Division Records Control Schedule was submitted to him for his review. [ ] of Contact Division was contacted later regarding approval of the schedule and will discuss it with us after he has had a chance to talk it over with his staff.

25X1

A records disposition survey is planned for the Medical Office, contingent on a discussion with [ ] of that Office.

25X1

Chief, Records Disposition  
Branch

611050100

Report for week ending 5 November 1953 from RECORDS CENTER BRANCH

The Records Center received on Monday, 2 November, three truck loads of steel shelving under Contract No. XG-1150. The Logistics Office says that there is another load enroute. There is ample shelving on hand now to erect the 100 sections contracted for. It has been stated by Logistics that erection will start perhaps on Friday, 6 November and not later than Monday, 9 November.

All available shelving has now been filled and the records remaining on pallets are being arranged to facilitate reference service.

The backlog of requests, almost entirely in Supplemental Distribution, that developed as a result of the move, is being cut down by using personnel on overtime shifts. It is estimated that service requests will be current by the end of next week.

Four laborers have been assigned to the Center during the past week and steps are being taken to insure their retention during the coming week.

The problem of arranging for the movement of records into the Center has been tentatively solved by arranging through [redacted] for a truck and laborers on Thursdays and Fridays of each week.

25X1

Chief, Records Center Branch

811050100

Report for week ending 5 November 1953 from REPORTS AND CORRESPONDENCE  
MANAGEMENT BRANCH

I. Planned Projects.

1. With the assignment of [ ] to this Branch, we have scheduled as the next major project the development of a handbook for writers. Such a guide will contain information on writing techniques, the use of form letters, pattern letters, and pattern paragraphs, and material on other writing aids. Mrs. [ ] will be the person principally responsible for the creation of this handbook. Preparatory fact finding will commence immediately. A first draft should be completed within ninety days.

25X1

2. Depending upon the schedule for installing a Reports Management Program in the Office of the Comptroller, it is proposed to develop and implement a Reports Management Program within General Services Office. The proposed method of operation parallels that recommended for the Office of the Comptroller.

3. During the interim while the Office of the Comptroller is reviewing the draft of the Reports Management Program Guide, we propose to develop an illustrated pamphlet on the objectives and operations of an office-level Reports Management Program.

II. Projects in Progress.

1. Under development are several handbills publicizing aspects of the Records Management Program. The creation of this type of material can be considered a continuing project.

III. Completed Projects.

1. First draft of the proposed guide for installing and operating a Reports Management Program throughout the Office of the Comptroller was completed and submitted to [ ] for review.

25X1

25X1

2-1250100

2. Revised two exhibits and one page of text of the proposed CIA Correspondence Handbook.

25X1

**Chief, Reports and Correspondence  
Management Branch**

001086100

Report for week ending 5 November 1953 from FORMS MANAGEMENT BRANCH

Provisions were made for time savings in marking type specifications of draft copies of forms by establishing standard type fonts and furnishing Reproduction Division font chart and copy of AFM9-1 for guidance in this and other forms design matters. Estimated savings in the marking of type specifications will be translated into dollars at a later date.

As a result of discussion with the Chief, Reproduction Division, a study is being made in that office as to the amount of time being spent by personnel in the office on the preparation of final copy for reproduction of forms. It is expected that this study will show to what extent it may be practical to transfer spaces from that office to Forms Management Branch where all final copy will eventually be prepared as an incidental activity to analysis and design.

In a discussion with [ ] of the need for maintenance of duplicate Functional Forms Files (2 within the DD/P area and 1 by the O&M Office) there has resulted the decision that the DD/P files should be dispensed with and that the O&M file should be transferred back to the Records Services Division as Vital Materials records - final coordination to be effected with these offices.

25X1

Statement of Forms Management Branch Functions has been prepared and incorporated into Records Services Division Functional Chart.

A phased master plan for an Agency-wide Forms Management Program has been developed and submitted to [ ] for approval and subsequent presentation to [ ] When finally approved, action will commence on individual projects to obtain clearances outside GSO.

25X1

25X1

The pre-printing of security classifications on blank forms which contain no classified material until filled in has raised problems of storage, issuance and handling of blank stacks because of these security considerations. Proposal was made and concurred in by [ ] GSO

25X1

311889100

Security Officer, and  Security Control Division, Security Office, to include the words "When filled in" after the classification of such forms. This will permit all stocks of such blank forms to be handled as unclassified material until completed, freeing considerable safe and vault space, simplifying handling procedures, etc.

25X1

Approvals during the week consisted of six new forms for 29,200 copies and ten reprints for 64,000 copies. No forms were revised.

  
Chief, Forms Management Branch

811070100



5 November 1953

APPENDIX B

Week ending

|   | <u>This Week</u> | <u>Average Week<br/>1st 6 Months</u> |
|---|------------------|--------------------------------------|
| 1. Microfilming                               | 0                | 18,697                               |
| Images filmed-Rotary Camera                   | 0                | 9,735                                |
| Flat-bed Camera                               |                  |                                      |
| 2. Records Center-(all figures in cubic feet) |                  |                                      |
| Records received for processing               | 0                | -                                    |
| and storage                                   | 90               | 178                                  |
| References to record material                 | 0                | -                                    |
| Records material destroyed                    |                  |                                      |
| 3. Supplemental Distribution Center           |                  |                                      |
| a. New material for stock:                    | 1,516            | 624                                  |
| Information Reports                           | 48               | 145                                  |
| Intelligence Reports                          |                  |                                      |
| b. Supplemental Distribution:                 | 364              | 306                                  |
| Information Reports                           | 292              | 191                                  |
| Intelligence Reports                          | 2                | 32                                   |
| Notices                                       | 5                | 144                                  |
| Regulations                                   | 0                | 9                                    |
| Others  |                  |                                      |
| c. Initial Distribution:                      | 9                | 3                                    |
| Notices                                       | 9                | 1.7                                  |
| Regulations                                   | 1                | .5                                   |
| Others  |                  |                                      |
| 4. Mail Activities                            |                  |                                      |
| a. Post Office Mail                           | 5,410            | 5,064                                |
| Incoming                                      | 7,712            | 6,537                                |
| Outgoing                                      |                  |                                      |
|   | \$ 924.14        | \$ 800.12                            |
| b. Postage expended                           | 240              | 240                                  |
| c. Scheduled Courier trips                    | 76               | 55.3                                 |
| d. Special Courier trips                      |                  |                                      |
| e. Inter-agency mail by Courier               | 874              | 956                                  |
| Incoming                                      | 972              | 1,313                                |
| Outgoing                                      |                  |                                      |
| f. Personnel actions:                         | 0                | -                                    |
| Recruitments                                  | 0                | -                                    |
| Separations                                   |                  |                                      |
| g. Use of Motor Pool Vehicles                 | 3                |                                      |
| Available                                     | 0                | -                                    |
| Available but delayed                         | 0                | -                                    |
| Not Available                                 |                  | -                                    |